

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 15-85**

**OPEN TO:** All Interested Candidates **OPENING DATE:** June 5, 2015  
**TITLE:** **USAID Project Management Specialist (Private Sector)** **CLOSING DATE:** June 18, 2015  
**GRADE:** FSN-11 **AGENCY:** USAID  
**POSITION NO:** 80170-005 **LOCATION:** ISLAMABAD  
**SALARY:** Rs.2,345,840 P.A. (Starting salary)  
**\*Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Project Management Specialist (Private Sector) for the Office of Economic Growth and Agriculture (EGA) in Islamabad. The position is classified at the FSN-11 grade level. The starting salary for this position is Rs. 2,345,840 per annum and the maximum range is Rs. 4,360,775 per annum, per the current FSN Compensation Plan.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is USAID/Pakistan expert on private sector engagement and the financial sector and a senior professional, who performs a variety of highly complex work related to planning, programming, and management duties in support of economic development assistance activities and projects. The incumbent is charged with facilitating programmatic coordination of Economic Growth & Agriculture (EGA) project implementation with the regional offices in Lahore, Karachi and Peshawar. In particular, the incumbent is responsible for designing, managing, and evaluating major USAID economics and business programs in Pakistan. The incumbent is responsible for imbedding private sector engagement in all EGA projects and managing any related project(s) and initiatives as well as supporting any access to credit programs of EGA and serves as the principal local advisor on issues related to the assigned areas. The incumbent will serve as the Contracting Officer's Representative (COR) or Assistance Officer's Representative (AOR) for projects/programs that are being developed and required to independently plan, and coordinate with other CORs/AORs and/or Activity Managers to ensure optimal programming and management of the assigned activities. The incumbent communicates with senior level government officials and private-sector representatives throughout Pakistan.

**QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:**

**EDUCATION:** Completion of a Master's Degree (18 years of education) or the host country equivalent in economics, finance, business administration or education is required.

**EXPERIENCE:** At least eight years of experience which demonstrate increasing responsibility for identification of development shortfalls, design of technical assistance programs, and management of project implementation is required. A minimum of four years of management experience with an international development organization is required.

**LANGUAGE:** Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

**KNOWLEDGE:** A thorough knowledge and understanding of the Pakistani business and financial sectors and of the relevant government and non-government entities is essential. This must be complemented by a comprehensive knowledge of economic, political, social and cultural characteristics, problems, resources, and development prospects/priorities for Pakistan. Thorough knowledge of economics development methodologies, modern trends and best international practices in area of private sector partnerships and financial sector development is required.

**ABILITIES & SKILLS:** Candidate must have the ability to independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with detachment and objectivity. Must be able to analyze and manage complex financial information, prepare budgets, and review financial

reports. Must be able to critically review technical performance and reports and provide analysis and comment. Must be able to independently establish and maintain contacts with Ministerial level officials of the host governments and with important persons in the non-governmental arena in order to explain and defend project and program policies, objectives and procedures. Excellent analytical and writing skills are required for monitoring, analyzing constantly changing economic/business conditions in the region and developing recommendations on direction of future program efforts. Excellent negotiating skills are required to close agreements with the private sector; presentation of attractive vision, discussion of implementation plan, solicitation of resources, structuring and closing of agreements.

#### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily been reassigned/been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

#### **TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position.** Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan  
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

#### **DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 18, 2015**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.

